DIVISION ORDERING OFFICER NETWORK

DIRECTORATE OF CONTRACTING (DOC)
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Fort Campbell, KY 42223-5358

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Presented by the Contingency Contracting Office
Fort Campbell, Kentucky

Ver. Nov 04

Agenda

- References
- Terms
- Key players and responsibilitie
- Authorized and unauthorized purchases
- Forms
- Conclusion

References

- FAR, Federal Acquisition Regulation
- DFAR,
- DFAS Reg 37-1
- DoD Reg 5500.7-R, Joint Ethic Regulation
- Army FAR Manual #2, Contingency Contracting
- Division Ordering Officer Network, LOI 04-1
- CAM Reg 37-3, Paying Agent & Ordering Officer Procedures During Contingency Operations & Training Exercises
- CAM Reg 715-1, Ft Campbell Acquisition Instructions
- AR 710-2, Supply Policy below the Wholesale Level
- FM 14-100, Contracting on the Battlefield

ORDERING OFFICER

Key Players & Responsibilities

- **Directorate of Contracting**
- **Theater Chief of Contracting**
- **Contingency Contracting Officer**
- **Unit Commanders**
- **S-4**
- **Comptroller**

Terms

- **Contracting Officer**
- **Paying Agent,** E-7 & above should out-rank the Ordering Officer.
- **Vendor/Contractor/Seller**
- **Local Purchase**, S-4 to gives local purchase authority.
- **Micro purchase**
- **Improper procurement**, A purchase that exceeds your authority.

Terms

- Ratification:

Act of approving an Unauthorized Commitment by an official with the authority to do so. This must be settle by the Ordering Officer going face-to-face with the first 06 in his chain of command.

- Active status: Active once

“Field Ordering Officer”

Key Player

You are appointed as a representative of the Directorate of Contracting, appointed under the provisions of the Army Federal Acquisition Regulation Supplement (AFARS) and authorized to make purchases not exceeding $2,500

Mission Statement

Act as a combat/logistic multiplier by making authorized, low-dollar level purchases of expendable supplies and non-personal services not available within the Army supply system, ready for immediate delivery, and not available from other sources supporting your area.

Bottom Line Up Front

- **MISSION ESSENTIAL ITEMS**
- $ 2,500 limit
- ONLY you can obligate the Government.
- Update your expense report daily.

The Purchasing Team

Field Ordering Officer

&

The Paying Agent

- Paying agent and ordering officer make purchases together, and balance books daily.
- **Locate** the fair and reasonable prices for the US Government.

$$$ Step #1 $ $$

- Unit request FOO Appointment Orders.
- Unit submit a DA 3953 with DD 577 signature cards,
- FOO will acknowledge in writing by signing the Letter of Appointment Orders.
- Read and follow guidance in Contracting

Step #2

- FOO makes determination if requested item is in the supply system.
- S-4 gives the FOO local purchase authority in accordance with AR 710-2, chapter 3-24.
- FOO will ensure funds are available.
- Purchases are made from your local area.

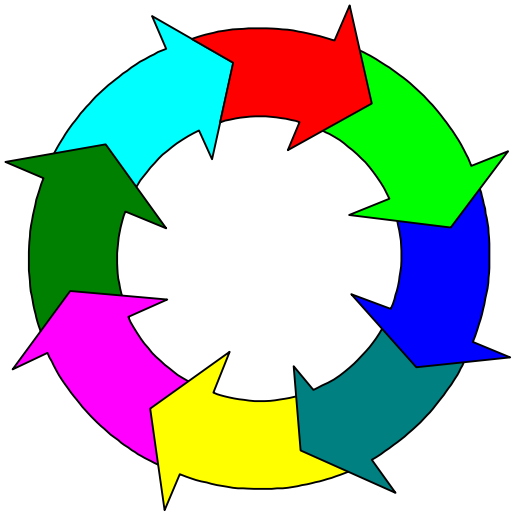
Step #3

- Correctly prepare a SF-44 contract voucher and make only one delivery for one payment.
- Maintain your standards of conduct prescribed in DoD Reg 5500.7-R
- Distribution of SF-44: White copy to finance, Blue copy to Vendor, Pink copy to comptroller, and Green copy to Contracting.

Step #4

- Ensure that you are applying the currency conversion rate for your location.
- Weekly or monthly Interim Clearances may be required at the direction of the KO.
- Maintain a neat SF-44 file documentation of each purchase, and report to the KO within 5 days to clear at

ROTATE, ROTATE, ROTATE



- **MICRO-PURCHASE LAWS AND REGULATIONS REQUIRES THAT ORDERING OFFICERS ROTATE MERCHANTS.**

PROPERTY ACCOUNTABILTY

AFTER purchase, the Ordering Officer is required to fill out a DA 3161 hand receipt for non-expendable supplies and place the accountable property on property book.

Anti-Deficiency Violations

The Anti-Deficiency Act prohibits any officer or employee of the U.S. from making or authorizing commitments, obligations, or disbursements from any appropriation or fund in excess of the amount available, except as authorized by law.

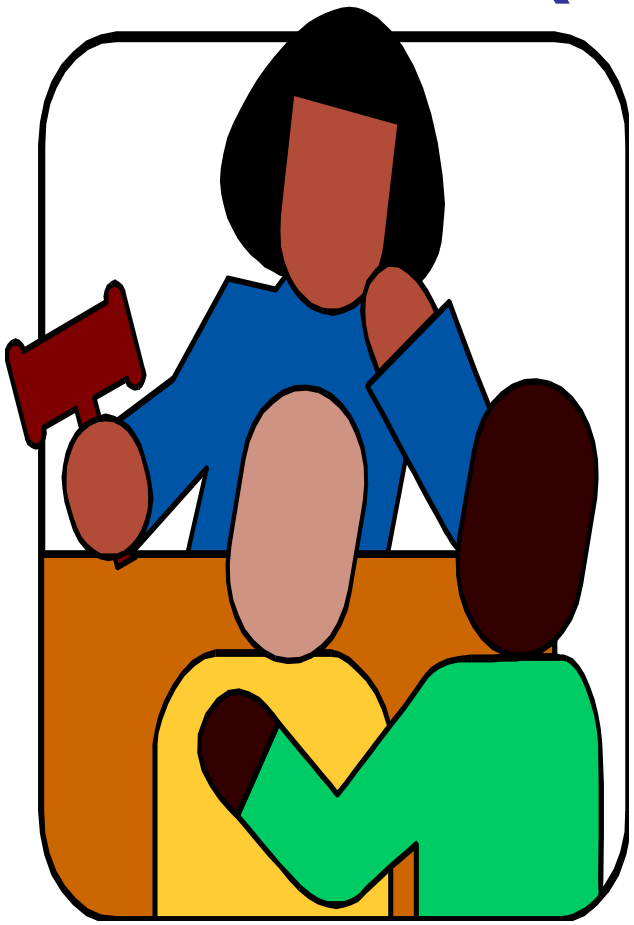
May be fined not more than $5,000, or imprisoned for not more than 2 years

Pecuniary and Monetary Liability

- Monetary: A Field Ordering Officer is held liable for unauthorized purchases and purchases made with lost or stolen SF 44s. SF 44 is a direct draft from the U.S. Treasury. ….Secure SF 44s.

- Pecuniary: A Field Ordering Officer breaks the law when he / she purchases prohibited items or se[illegible]s

JOINT ETHICS REGULATION (DoD 5500.7-R)



- CONFLICT AND APPEARANCE OF CONFLICTS
- YOUR COMMANDER HAS TRUST AND CONFIDENCE IN YOU
- GRATUITIES (CANNOT ACCEPT GIFTS FROM MERCHANTS)
- CUSTOM IN THE MIDDLE EAST

To be Appointed

Ordering Officer must have:

- FOE request from Unit Commander.
- Furnish a signed DA Form 3953.
- Submit two DD from 577 cards.
- Sign a statement of understanding.
- Soldier must have at least six months retainability.

PURCHASES SHALL NOT BE SPLIT

TO STAY BELOW THE MICRO-PURCHASE THRESHOLD OF $2,500 FOR SUPPLIES AND SERVICES.

ONLY A CONTRACTING OFFICER CAN MAKE PURCHASES THAT EXCEED $2,500.

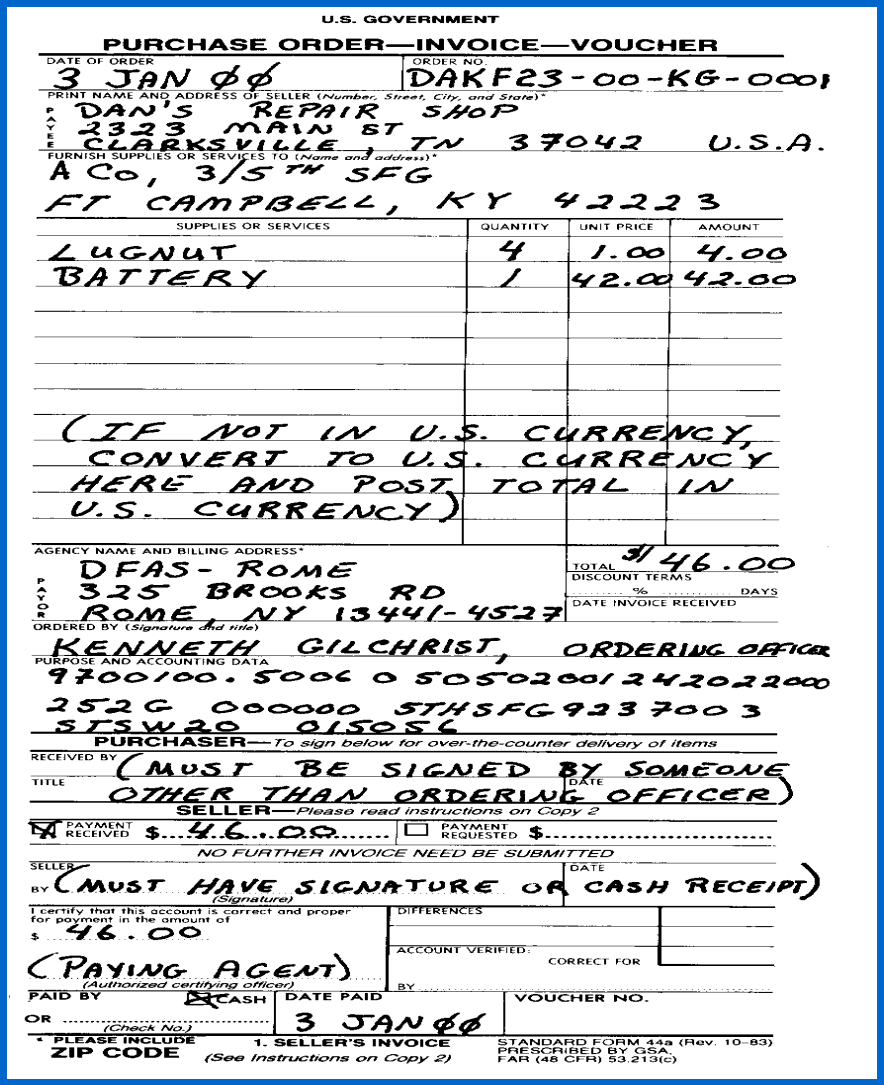
SF-44

Description:

The SF-44 is a pocket-size purchase order form designed for on-the-spot, over-the-counter purchases of supplies and services while in isolated locations. The SF-44 is a direct draft upon the US Treasury payable on demand. Ordering Officers will be held

SF 44

- Press HARD!!!, all 4 copies must be legible
- Ordering Officer can't sign as receiver
- White copy to paying agent
- Blue copy to vendor
- Pink copy to Comptroller
- Green copy to contracting
- Press HARD!!!, all 4 copies must be legible



U.S. GOVERNMENT

PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER: 3 JAN ØØ

ORDER NO.: DAKF23-00-KG-0001

PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)*

PAYEE: DAN'S REPAIR SHOP
2323 MAIN ST
CLARKSVILLE TN 37042 U.S.A.

FURNISH SUPPLIES OR SERVICES TO (Name and address)*

A Co, 3/5TH SFG
FT CAMPBELL, KY 42223

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
LUGNUT	4	1.00	4.00
BATTERY	1	42.00	42.00

(IF NOT IN U.S. CURRENCY, CONVERT TO U.S. CURRENCY HERE AND POST TOTAL IN U.S. CURRENCY)

AGENCY NAME AND BILLING ADDRESS*

PAYOR: DFAS - ROME
325 BROOKS RD
ROME, NY 13441-4527

TOTAL: 46.00

DISCOUNT TERMS: % DAYS

DATE INVOICE RECEIVED

ORDERED BY (Signature and title)

KENNETH GILCHRIST, ORDERING OFFICER

PURPOSE AND ACCOUNTING DATA

9700100.5006 0 50502001 2420 22000
252G 000000 5THSFG 923 7003
5TSW20 015056

PURCHASER—To sign below for over-the-counter delivery of items

RECEIVED BY

TITLE (MUST BE SIGNED BY SOMEONE OTHER THAN ORDERING OFFICER) DATE

SELLER—Please read instructions on Copy 2

☒ PAYMENT RECEIVED $ 46.00 ☐ PAYMENT REQUESTED $

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER

BY (MUST HAVE SIGNATURE OR CASH RECEIPT) (Signature) DATE

I certify that this account is correct and proper for payment in the amount of $ 46.00

(PAYING AGENT) (Authorized certifying officer)

DIFFERENCES

ACCOUNT VERIFIED: CORRECT FOR

BY

PAID BY ☒ CASH OR (Check No.)

DATE PAID: 3 JAN ØØ

VOUCHER NO.

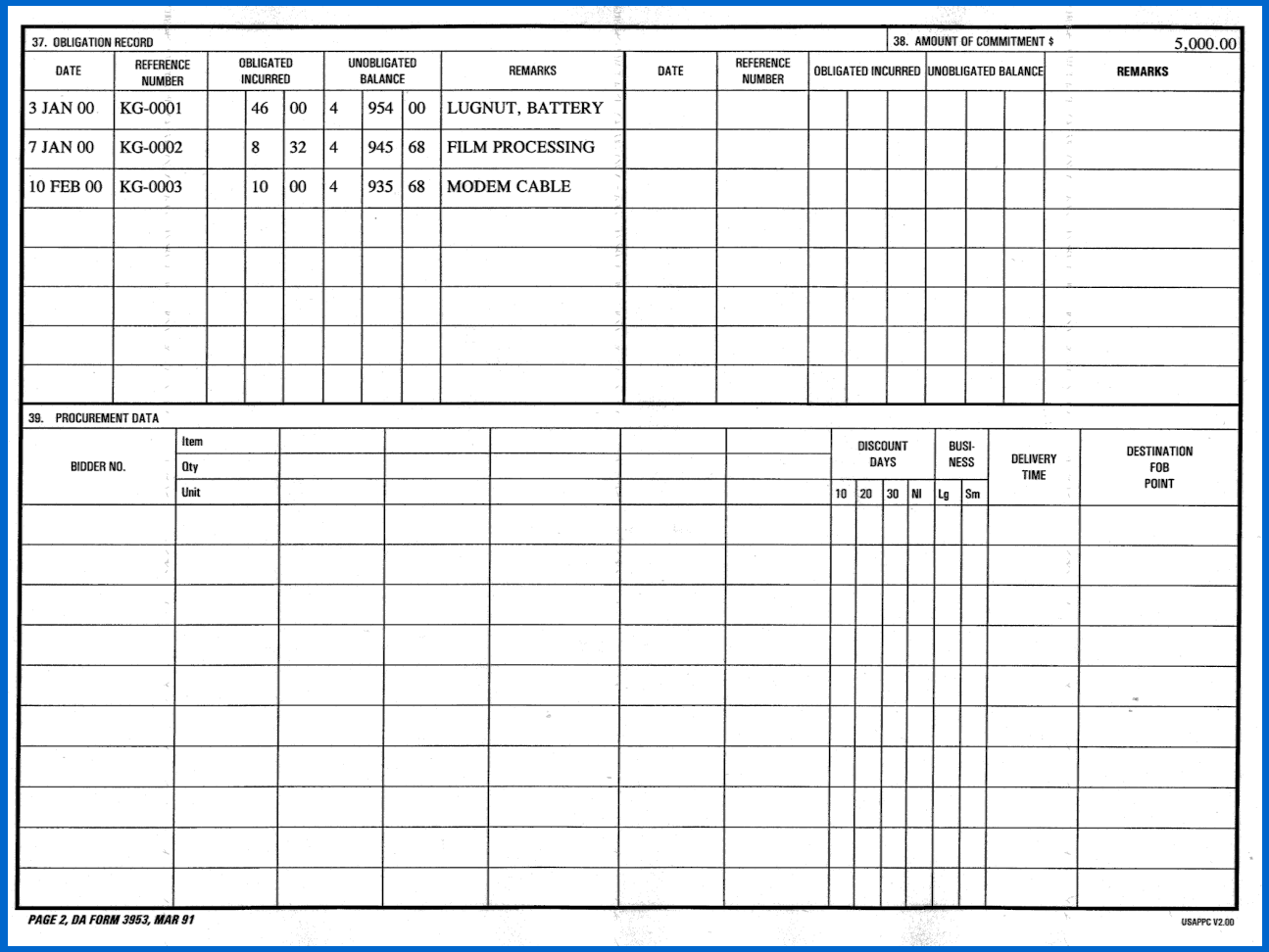
* PLEASE INCLUDE ZIP CODE

1. SELLER'S INVOICE (See Instructions on Copy 2)

STANDARD FORM 44a (Rev. 10-83)
PRESCRIBED BY GSA
FAR (48 CFR) 53.213(c)

DA 3953 (Back Side)

- Block 38 = Total amount of money available on 3953
- Block 37 = checkbook



37. OBLIGATION RECORD

38. AMOUNT OF COMMITMENT $ 5,000.00

DATE	REFERENCE NUMBER	OBLIGATED INCURRED	UNOBLIGATED BALANCE	REMARKS	DATE	REFERENCE NUMBER	OBLIGATED INCURRED	UNOBLIGATED BALANCE	REMARKS
3 JAN 00	KG-0001	46 00	4 954 00	LUGNUT, BATTERY					
7 JAN 00	KG-0002	8 32	4 945 68	FILM PROCESSING					
10 FEB 00	KG-0003	10 00	4 935 68	MODEM CABLE					

39. PROCUREMENT DATA

BIDDER NO.	Item / Qty / Unit	DISCOUNT DAYS 10	20	30	NI	BUSINESS Lg	Sm	DELIVERY TIME	DESTINATION FOB POINT

PAGE 2, DA FORM 3953, MAR 91

USAPPC V2.00

Authorized Purchases

Services

- Delivery service
- Shuttle Bus service
- Office machine repair
- Vehicle maintenance
- Automation rental

Authorized Purchases

Supplies

- Furniture (chairs and tables)
- Office equipment
- Cleaning supplies
- Non-prescription medical supplies
- Mission critical items
- Construction repair material
- Commercial repair parts

Unauthorized Purchases

- Excess Baggage.
- Personal services (Barbering, Maid service, Boot shining).
- Construction materials used to build a fixed site.
- Any purchase made at Fort Campbell
- Plane/train/ship/bus tickets.
- Rent/Lease of a building.
- MWR equipment, services or tou

SF 44
Conditions For Use

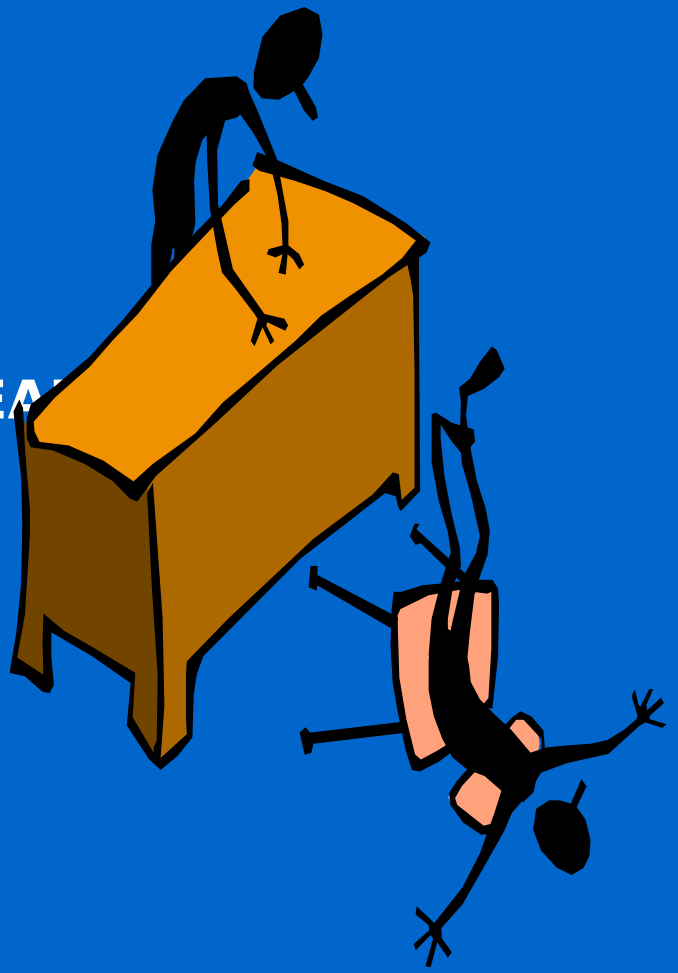
- Emergency or Mission Critical.
- At or below $2,500; no split requirements.
- Sufficient funds are available from DA 3953.
- Supply or Service immediately available from local vendor (on the spot purchase).
- One Delivery (Over the Counter) with One Payment.
- Fair and Reasonable Price; Rotate Vendors

WHAT CAN I DO IF NEED HELP

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT:

DOC, CONTINGENCY CONTRACTING TEA
BLDG 2172, 13 1/2 & INDIANA,
FORT CAMPBELL, KY 42223-5358

(270) 798-7561 SFC PARMER
(270) 798-7822 CPT FEATHERS
(270) 798-7851 MAJ JACOBSON



Attention to Detail

- Paying Agent makes payment on the spot
- Vendor signs SF 44 and/or provides receipt indicating “PAID”
- Non-expendable items must be accounted for on the Property Book
- Rotate vendors
- **Direct any questions to the Contracting Office that appointed you**

“Gray Area” Purchases

- **<u>Food & Water:</u>** **<u>IF</u>** right color of money (determined in advance by Finance/Comptroller)
- Veterinarian approves food source,US Embassy maintains lists for food and water
- Doctor approves water source
- If no approved sources, ensure Dr. or Vet test/inspects prior to procurement.

“Gray Area” Purchases

-
- Social Event: NO!…Unless Cooperative Threat Reduction (CTR) or CTR eligible state, food/drinks/seminars are valid **IF** CTR funding provided and not for US personnel only functions.

“Gray Area” Purchases

- **Cellular Phones:** YES!…. **IF** OCONUS. **NO** if CONUS. If CONUS, units process with IMPAC Card through S-4/Command channels and procures (order off of existing contract).

- **Lodging:** NO!…**Unless** right color of money as specified by Finance/Comptroller and **IF** not on per diem, and command channels

Keys to Success

- Read and comply with DIVORDNET LOI 04-1.
- Maintain accurate, legible, dry records
- NO SPLIT Purchases

Documents Needed to Clear CCO

- Backside of DA Form 3953 filled out
- Green copies of all SF 44s
- One CDR memorandum of authorization which covers all purchases.
- Photocopy of receipt from seller.
- Hand Receipts for durables/non-expendables.
- KO issues letter of termination and a letter of release from any liability.

Cdr's Memo to Clear

- One memo covers all purchases
- Signed by Company Commander
- Memo states "I have reviewed all SF44's completed by _____(Ordering Officer's rank and name), from _____(Day/Month/Year) to _____(Day/Month/Year) and approve them as mission essential, and will ensure all durable/non-expendable items are added to my property books."

AUDITOR REPORT

- ALL PURCHASES WILL BE CHECKED TO ENSURE COMPLIANCE.

- PLEASE HAVE YOUR DOCUMENTS IN ORDER WITH EACH SF-44 SUPPORTING IT'S OWN LEGAL PURCHASE.

SF 44
Close Out Procedures

1. Contact The Appointing Contracting Officer by locating the nearest Army Contracting Office

2. Required Records
   - Backside of DA 3953 filled out
   - Green copies of all SF 44 purchases
   - Unused SF 44s (accountable item)
   - From the unit commander, Memorandum of Authorization for all SF 44 purchases. (see pg 5)
   - Store Receipts from Sellers
   - Hand receipts for durable items

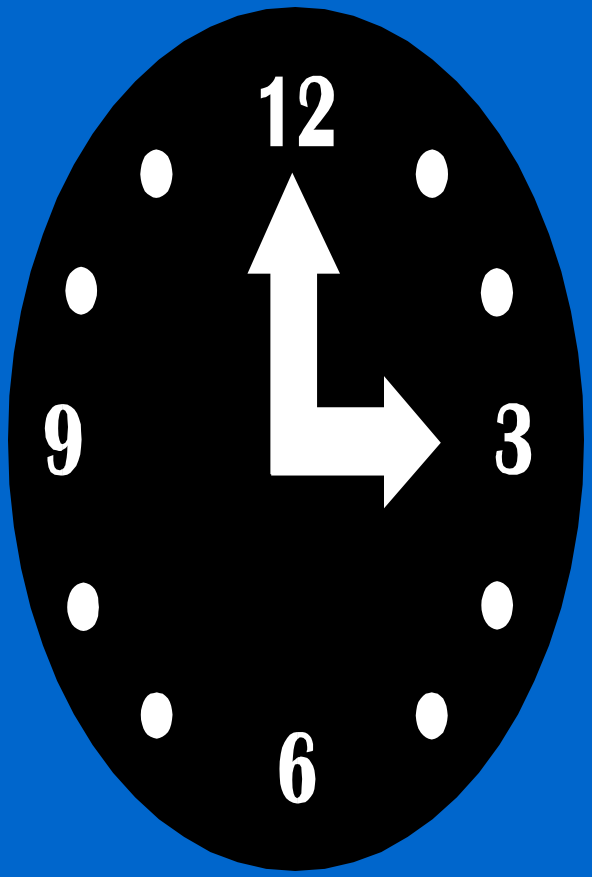
3. Reconcile SF 44s both Contracting and Ordering Officer

4. Close-out SF 44

Additional Information

- Deployment kit--appropriate civilian attire, **calculator**
- Interpreter, technical expert
- Avoid the **appearance of impropriety**
- Your records **will be** audited
- Currency Rate table

After Duty Hours
Who Can I Contact?



The Contingency Contracting Team normal operations: 0900 - 1700 hours

Monday - Friday

We can accommodate your needs.

Nights ,Weekends and Holidays - contact the Div. Staff Duty Officer **(SDO)** (270) 798-9793

In Conclusion…

- Actions live long after deployments
- Acquisition Regulations are law
- Ask questions

ftp://fcintranet.campbell.army.mil/Contracting/OrderOfficer/ordclass.ppt

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